



OPEN EXAMINATION BULLETIN - California African American Museum – www.caamuseum.org

Program Manager, Education Programs

Final Filing Date: January 16, 2009

Final Filing Date Extended May 22, 2009

California State Government provides equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, and age or gender orientation. It is an objective of the State of California to achieve a drug-free, safe workplace. Any applicant for employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY	Persons who meet the minimum qualifications as stated below. This is an open examination. Applications will not be accepted on a promotional basis.
HOW TO APPLY	Applications (Form STD. 678), available at http://www.spb.ca.gov ., may be filed in person or by mail with: CALIFORNIA AFRICAN AMERICAN MUSEUM c/o CALIFORNIA SCIENCE CENTER 700 EXPOSITION PARK DRIVE (MAPQUEST: STATE DRIVE) LOS ANGELES, CA 90037 ATTN: STATE HUMAN RESOURCES DEPARTMENT (213) 744-7602
SPECIAL TESTING INFORMATION	--DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD--
FINAL FILING DATE	If you have a disability and need special testing arrangements, mark the appropriate box in Item 2 of the "Application for Examination." You will be contacted to make specific arrangements.
SALARY RANGE	Application (Form STD. 678) must be POSTMARKED no later than January 16, 2009, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. Faxed applications will not be accepted.
REQUIREMENTS	\$5312-6409 per month It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates you have <u>read, understood, and possess the minimum qualifications required.</u> You must meet the minimum requirements by the final filing date. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I" or "II" or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I and additional experience to 50% of the required of Pattern II may be admitted to an examination as meeting 100% of the overall experience requirement.
MINIMUM QUALIFICATIONS	Pattern I Experience: Three years or more in a professional or technical experience in acquisition, identification, planning, coordination, and/or researching small to large scale exhibitions and/or related programs in a visual and/or cultural museum or a related education or research organization. and Education: A Master's Degree from an accredited college with specialization in Fine Arts, Art History, African American Art, History, or Black Studies. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)
POSITION DESCRIPTION	Under the direction of the Executive Director, the Program Manager for Education primary functions are two fold. First, to plan and manage all aspects of the Gallery Services operations. Secondly, to originate, develop and implement all public in-house and outreach educational programs and all auxiliary written material for diverse audiences with the goal of enhancing the understanding, interpretation, public access and utilization of the museum's collection, exhibitions and resources. The Education Department goals support the museum as it fulfills a statewide need for acquiring, preserving, and interpreting for public enrichment African American art, history and culture.
FINGERPRINTING/BACKGROUND INVESTIGATION/MEDICAL CLEARANCE	Successful candidate will be required to submit to fingerprinting and background check. This background check will be completed by the Department of Justice. Successful candidate will also be required to verify health status to perform the essential functions of the job. Criminal record clearance and health status verification are a condition of employment.
EXAMINATION INFORMATION	Qualifications Appraisal Panel (QAP) Interview – Weighted 100% This examination will consist of a Qualifications Appraisal Panel (QAP) interview only. The QAP interview is based on the knowledge, skills and abilities listed below in the scope, and is comprised of job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the QAP interview. Competitors who do not appear for the QAP interview, will be disqualified. It is anticipated that the QAP examination will be conducted January 2009.

SCOPE

In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the QAP interview will be directed by measuring competitively, relative to job demands, each competitor’s:

- A. Knowledge of:
 - 1. African American art and culture
 - 2. Gallery operations in a fine arts museum.
 - 3. Planning and developing interpretative materials and programs to support exhibitions in a museum environment.
 - 4. Literature and publications relating to African American art, history and culture, and cultural objects, including historical objects, fine arts, antiques, relics, woods, irons, textile and metals
 - 5. Recruiting, training and supervising a team of gallery educators and education specialists.
 - 6. Designing and presenting ancillary programming linked to African American art, history and culture
- B. Skills:
 - 1. Effective project management skills
 - 2. Effective supervisory skills
 - 3. Strong organizational skills
 - 4. Effective and clear written communication skills
 - 5. Effective and clear oral communication skills
 - 6. Effective interpersonal and relationship building skills
 - 7. Effective and efficient working as part of a team and with minimal supervision
 - 8. Strong and cost effective exhibition and program budgeting skills
- C. Ability to:
 - 1. Plan, organize, produce and direct the education programs as they relate to the museum’s exhibition of art, history, culture and related objects, data and ancillary public programs
 - 2. Analyze situations accurately and take effective action
 - 3. Work collaboratively and actively in the development and production of overall museum marketing, publicity and fundraising materials and long-range planning
 - 4. Negotiate cost effective and protective contracts
 - 5. Accurately process administrative documents, maintain records and adhere to institutional and government policies and procedures
 - 6. Oversee the work of Gallery Services staff, contract service vendors and volunteers
 - 7. Participate in external relations activities.
 - 8. Foster diversity and work with diverse audiences and other arts institutions and local schools.

It is especially important that each candidate take special care in accurately completing his/her application. List all experience **in detail** in the employment history section relevant to the "Requirements for Admittance to the Examination" shown on the bulletin.

Names of successful competitors are merged into the list in order of final scores, regardless of date. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in the period.

VETERANS' PREFERENCE CAREER CREDITS

Veterans’ Preference credit does not apply to this examination.

Career credits do not apply to this examination.

GENERAL INFORMATION

It is the candidate’s responsibility to contact the California Science Center three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the California Science Center, Human Resources Department-(State), at (213) 744-2540 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board office, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California African American Museum and the State Personnel Board reserve the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible list established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

GENERAL INFORMATION

Con't

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees (i.e., former Department employees or current employees on TAU, T&D, and LT status) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility of promotional examinations. These rules may be reviewed at departmental personnel offices or at State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation will be made of employment records and personal history and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the California Science Center, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his /her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year – for-year basis.

Veterans' Preference: If this examination is an entrance examination as defined in Government Code Section 18973.5, veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for and have received these points. California law allows granting of veterans preference points in Open entrance examinations and Open Non-Promotional exams. Credit in Open entrance examinations is granted as follows: Ten (10) points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans, and fifteen (15) points for disabled veterans. Credit in Open Non-Promotional examinations is granted as follows: Five (5) points for veterans, and ten (10) points for disabled veterans. Due to changes in the law, effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDIT. Directions for applying for veterans' preference are on the Veterans' Preference Application form, which is available from the State Personnel Board office and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807.

CALIFORNIA AFRICAN AMERICAN MUSEUM
c/o California Science Center
State Human Resources Department
700 Exposition Park Drive
Los Angeles, CA 90037
(213) 744-7602